



**Collingwood Public  
Library**

# Position Description

## Collection Assistant, Library

<b>Position Code:</b>	86	<b>Pay Band:</b>	2
<b>Division:</b>	Acquisitions & Programming	<b>Effective:</b>	October 2010
<b>Reports To:</b>	Supervisor, Acquisitions & Programming	<b>Revised:</b>	January 2022, July 2019, September 2012
<b>Direct Reports:</b>	None	<b>Status:</b>	Permanent Part-Time

### Position Summary

Reporting to the Supervisor, Acquisitions & Programming, Library Collection Assistants shelve books/materials and perform shelf reading to maintain the order and neatness of collections housed on library shelves, keeping shelves in good order and making it easier for staff and patrons to find and use materials. The main duties and responsibilities of the position are in the areas of shelving, shelf reading, collection maintenance, and customer service support.

### Duties and Responsibilities

- 1. Shelving (60%)**
  - (a) Sort books and other library materials that have been returned.
  - (b) Accurately shelve materials in all library collections as assigned or as created by volume.
  - (c) Tidy shelves by aligning books and adjust spacing of material on shelves (shift material) as required for ease of use by patrons.
  - (d) Return book trucks in a neat and orderly condition to the appropriate place at Public Services Desk.
  - (e) Perform final shift clean-up sweep by gathering materials left in baskets or on surfaces, perform in house check-in using ILS, sort and place on return carts.
- 2. Shelf Reading (25%)**
  - (a) As per schedule or as per "hot spot" reports, perform shelf reading function.
  - (b) Accurately shelf read according to established shelving rules.
  - (c) Correct book/material order as needed and adjust shelf space as required.
- 3. Collection Maintenance (10%)**
  - (a) Label replacement books/materials. Re-cover books as required.
  - (b) Processing of library materials including DVDs, CDs, and audiobooks as required.
  - (c) Utilize the ILS as required to search for and locate materials and utilize library equipment as needed.
  - (d) Maintain current knowledge of system wide and location specific library standards and procedures, processes, policies and operations.
  - (e) Assist with the general maintenance of the library's adult collections by assisting with the de-selection process, donations, displays, etc. as required
- 4. General Library Support (5%):**
  - (a) Respond to enquiries, concerns, and issues from the public, and direct patrons to specialized staff as required.
  - (b) Maintain knowledge of policy and procedures, and provide assistance throughout library as needed.
  - (c) Assist Public Service Staff on the front desk with checkout and check-in functions during busy periods.

Work in compliance with the Highway Traffic Act, Occupational Health and Safety Act, WHMIS, applicable legislation, regulations, statutes and departmental policies/procedures/practices and operational guidelines. Ensure that all necessary personal protective equipment (e.g. safety boots, hard hat,



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reflective vest, gloves, hearing protection, eye protection, etc.) are used and are maintained in good condition.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

### **Knowledge, Skills and Experience**

1. Completion of a minimum of one (1) year of secondary education.
2. One (1) month of related experience in customer service and library shelving.
3. Detail oriented with the ability to read and alphabetize library materials according to established library procedures (Dewey Decimal and other library filing systems).
4. Good administrative, communication, interpersonal, organizational, time management, and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members.
5. Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines, exercise discretion and good judgment particularly when handling highly confidential/sensitive information. Possess initiative and integrity.
6. Working knowledge of Windows and Microsoft Office applications and office equipment.
7. Possess a current Criminal Record & Judicial Matters Check (Level 2) with results satisfactory to the employer, and a valid standard first aid & CPR/AED Level C certification (or willing to obtain).

### **Physical Demands and Working Conditions**

**Physical Effort:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some sedentary work with no undue fatigue that involves sitting, but may require standing or walking for periods of time. Individual must operate office equipment such as computers. Must have the ability to stand, sit, reach with hands and arms, and stoop, kneel, or crouch. Exposure to dust. (70%) Must be physically able to push, pull, lift, carry or otherwise move objects up to 10 pounds on a regular basis and exert up to 20 pounds of force occasionally. Must be able to move wheeled carts (push & pull) when loaded weighing up to 100 pounds (30%).

Normal hours of work may be up to twelve (12) hours per week and shifts will include evenings, weekends or holidays. Flexibility in scheduling is necessary as there may be the occasional requirement to change shifts or work extra hours as needed.

**Physical Environment:** Work is conducted in a standard library environment. (100%)

**Sensory Attention:** Manual dexterity required and ability to concentrate on task with attention to details. Periods of continual visual concentration and must be able to distinguish numbers and characters. Ability to read small print for extended periods of time. (100%).

**Stress:** Limited mental stress, in normal situations with limited pressure where the seriousness of the outcome is limited (100%).

### **Contacts and Dimensions**

Direct Reports:	0
Indirect Reports:	0
Total Employees Served:	0



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Other Working Relationships: Position communicates regularly with staff, patrons, parents, community groups/organizations, and the general public.

Budget: n/a

Salary Budget: n/a

### **Review and Signatures**

Employee Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager/HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_